

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
DISTRICT OF IDAHO**



NOTICE OF VACANCY

*The combined United States District and Bankruptcy Courts for the District of Idaho is accepting applications for the position of **Architect/Construction Manager**. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is in the Coeur d'Alene divisional office.*

Announcement Number:	06-06
Position Title:	Architect/Construction Manager Full-Time Temporary Position (FTT), Excepted Service (Project Completion by July 2008)
Location:	Coeur d'Alene, Idaho
Classification Level:	Court Personnel System (CL 29-30, depending on experience)
Starting Salary:	CL 29 \$59,249 plus, DOE CL 30 \$70,007 plus, DOE
Closing Date:	Friday, October 13, 2006
Starting Date (Projected):	ASAP

POSITION OVERVIEW:

The combined United States District and Bankruptcy Courts for the District of Idaho invites applications for the position of Architect/Construction Manager to provide professional services related to the planning, design and construction of a new courthouse and other major tenant alteration projects at the district's divisional office location in Coeur d'Alene, Idaho. Applicants for the position should have demonstrated work experience in supervising large and complex construction projects during both the design and construction phases of such projects, including supervision of construction scheduling, contents management, and oversight of funds control for project work. Applicants must have

demonstrated ability to ensure that what is actually delivered corresponds to what was designed. Oversight of General Services Administration (GSA) work and their project processes is desired, but not mandatory.

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must possess the following minimum requirements:

- a Bachelor's degree, preferably with a major in architecture, industrial design or engineering
- current, valid and appropriate license(s)
- at least six (6) years of demonstrated work experience in one's respective field (such as, architecture, engineering, project or construction management), with at least three (3) of those years working as the lead or senior manager of a major construction/repair project
- thorough knowledge of complex commercial building standards, principals, regulations and procedures
- ability to produce architectural drawings and construction plans, review construction documents, coordinate space planning/interior design, and both identify and apply building safety, seismic and handicap code requirements
- ability to comprehend and communicate a large variety of technical specifications and concepts
- proven ability to coordinate a large project with many critical details and ensure timely and cost-effective completion of the project
- specialized skill in writing technical documents, letters, meeting minutes, memoranda and contractual documents
- skill in providing oral presentations on complicated technical matters to individuals and groups having various levels of subject matter knowledge
- knowledge of CAD systems, WordPerfect and spreadsheet applications
- essential personal skills, including, superior analytic skills, well developed organizational and time management skills, excellent overall written and verbal communication skills, and the ability to work efficiently and professionally under pressure

DESIRABLE QUALIFICATIONS:

- experience working on federal projects, preferably courthouses, and a demonstrated familiarity with the organization, regulations and staffing of the General Services Administration
- working knowledge of the *U.S. Courts Design Guide*

BENEFITS:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel

Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest, current resume, references, and a completed AO-78, Application for Federal Employment form*** to:

**Susan Mohr, Human Resources Director
United States Courts, District of Idaho
550 West Fort St.
Boise, ID 83724**

NO FAXES PLEASE

*Application forms (AO-78) are available on our website in fillable format at www.id.uscourts.gov, or at any of our office locations. Please print or type all information and sign all required pages.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER